



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: Human Resources/Admin, 42A2O	RANK/GRADE: SGT/E5 (Minimum: SPC/E4)	<input type="checkbox"/> <input checked="" type="checkbox"/>	NATIONWIDE NCARNG SOLDIERS ONLY	ANNOUNCEMENT #: AGR-FTM 2018-29
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UNIT, LOCATION, POC:
HHC 236TH BEB/ Durham, NC
POC: 2LT Essic (984) 661-0542
robert.t.essic.mil@mail.mil

OPENS:
6 February 2018

CLOSES:
8 March 2018

POSITION DESCRIPTION: Provide guidance, track and process personnel packets for reductions, promotions, and discharges. Prepares and reviews for accuracy; memorandums, endorsements, messages, evaluation reports, strength and attendance reports, conducts SIDPERS transactions, iPERMS processing, MILPO orders, awards tracking and a variety of other personnel and administrative actions. Receives technical guidance from the Battalion S1. Prepares reports, briefing materials and correspondence related to personnel readiness as required by the Battalion S1, the Administrative Officer, the Commander and higher headquarters. Prepares, sorts, and distributes incoming and outgoing correspondence. Performs all other duties as a required.

QUALIFICATION REQUIREMENTS: Must be qualified in or meet prerequisites for MOS 42A in accordance with DA Pam 611-21-- includes minimum score in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 95 if administered prior to 2 January 2002, 92 if administered on and after 2 January 2002 and prior to 1 July 2004 or 90 if administered on and after 1 July 2004. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the minimum security clearance of Secret or be able to obtain one. If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The documents listed above must be enclosed (photocopies only – do not send originals). Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **EMAIL ALL APPLICATIONS TO:** ng.nc.ncarng.mbx.hro-agr@mail.mil. Applications must be received in the HRO inbox no later than 1630 hours (EST) on the closing date of the announcement.

NO MAILED OR HAND DELIVERED APPLICATIONS/DOCUMENTS WILL BE ACCEPTED. NO EXCEPTIONS!

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs, some positions may have gender restrictions.

NCARNG APPLICATION CHECKLIST

REQUIRED FROM ALL APPLICANTS:

____ 1. Application Checklist and Email address **(PRIMARY AND SECONDARY – HAND WRITTEN OR TYPED)**

PRIMARY: _____

SECONDARY: _____

____ 2. Signed Application

____ **(M-Day and out of state AGR)** NGB Form 34-1 AGR Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>

____ **(AGR)** OTAGNC Form 690-101, AGR Mobility Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx> **(CURRENT NCARNG AGR SOLDIERS ONLY)**

____ 3. Individual Medical Readiness Record **(WITHIN LAST 12 MONTHS TO BE VALID)**

- Accessible through Army Knowledge Online (AKO) or unit full time personnel

____ 4. DA Form 2166-8 or 2166-9 series (NCOER) – (last 3 copies) DA Form 67-8/9 or 10 series (OER) – (last 3 copies)

- Accessible through iPERMS

____ SPC/E4 or a newly promoted SGT (Do not have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above)

____ 5. **CERTIFIED** copy of Enlisted Record Brief (ERB)/Officer Record Brief (ORB) **(MUST BE CERTIFIED BY UNIT TO BE VALID)**

____ 6. Statement of Active service

____ **(M-Day and out of state AGR)** NGB Form **23/23B** Retirements Points History Statement (RPAM)
(MUST BE PULLED IN LAST 30 DAYS TO BE VALID)

- Accessible through unit full time personnel

____ **(AGR)** Current AGR Orders

____ **(Army Reserve/Regular Army ONLY)** DA Form 1506 Statement of Service

____ 7. All Certificate of Release or Discharge (DD Form 214, DD Form 220, or any accompanying DD Form 215, If applicable) **(DD 214 MUST HAVE ITEMS 23-30 INCLUDED TO BE VALID).**

- Accessible through iPERMS

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NCARNG APPLICATION CHECKLIST

- ____ 8. DA Photo **(REQUIRED FOR 1LT & ABOVE, CW2 & ABOVE, AND SSG & ABOVE)**
- Taken within 24 months is required
- ____ 9. Digital photograph **(REQUIRED FOR E4 & E5 ONLY; SEE APPLICATION PHOTOGRAPH REQUIREMENT ATTACHMENT)**
- ____ 10. **(AGR ONLY)** Letter of Recommendation from BDE AO.
- ____ 11. DA Form 705
- ____ (M-Day) reflecting latest APFT **(MUST BE CURRENT WITHIN 1 YEAR TO BE VALID)**
- ____ (AGR and Active Duty) reflecting latest APFT **(MUST BE CURRENT WITHIN 6 MONTHS TO BE VALID)**
- ____ DA Form 3349 Physical Profile (for alternate APFT).
- ____ 12. DA 5500/5501 Body Fat content worksheet (If Applicable)
- ____ (M-Day) **MUST BE CURRENT WITHIN 1 YEAR TO BE VALID**
- ____ (AGR) **MUST BE CURRENT WITHIN 6 MONTHS TO BE VALID**
- Accessible through iPERMS
- ____ 13. All DA 1059s **(OFFICER AND NCO EDUCATION SCHOOLS AND MOS QUALIFICATION SCHOOLS)**
- Accessible through iPERMS
- ____ 14. Memos to President of Board for missing or deficient items (If Applicable)

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ALL PACKETS MUST BE SUBMITTED VIA EMAIL TO:

ng.nc.ncarng.mbx.hro-agr@mail.mil.

Subject line MUST include Your Rank, Last Name, First Name, Position Title and Announcement Number
(Ex.) SGT, Smith, Joey, Admin, 2018-12

**NO MAILED OR HAND DELIVERED APPLICATIONS/DOCUMENTS WILL BE ACCEPTED.
NO EXCEPTIONS!**

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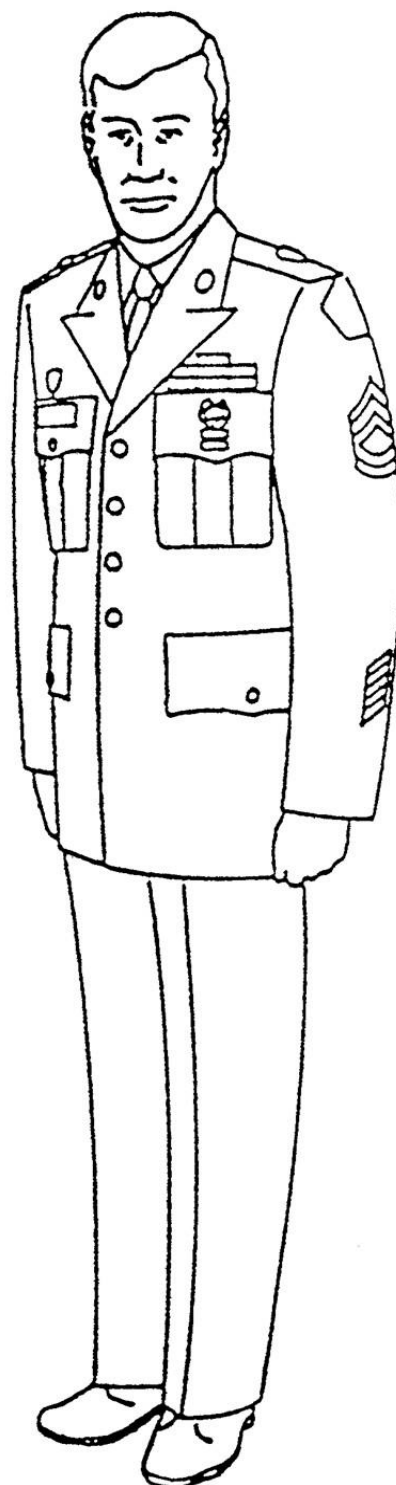
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E4 & E5 ONLY

AGR APPLICATION PHOTOGRAPH REQUIREMENTS

- Any digital photograph that meets general guidelines of a DA Photo herein is acceptable.
- Photograph may be current or have been taken within the last 5 years.
- Photograph must be color print.
- Photograph must be named SSN_photo.jpg for example 123456789_photo.jpg.
- No headgear in photograph.
- Photograph must be 3/4 length, standing pose; body turned to Soldier's right approximately 30 degrees from axis of camera to subject; head facing camera, feet slightly apart, hands at side.
- Soldier's name and date of photograph must be affixed to the front upper left margin of photograph, such as in an official military photograph.
- Awards and decorations on uniform must match entries on ERB.
- New photo should be taken if weight changed significantly from last photo.
- Soldiers are highly recommended to wear the Army Service Uniform or Class A, however; the Army Combat Uniform is acceptable.



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